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1747-1595
67-2081
1212/5 67-608
16 OCT 1967

25X1A

NE/BF-67-61

Project 'C'

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Special Support Assistant,
Deputy Director for Support

SUBJECT : Establishment of [] Facility at []

25X1A2d1

25X1A6c

REFERENCES : (a) []-6058 (Copy Attached)
(b) DDS Memo of 6 April 1965 to DDCI
(Copy Attached)
(c) NE Memo of 9 September 1965 to DDCI
(Copy Attached)
(d) []
(e) []

25X1A

1. This memorandum contains recommendations for your approval in paragraph 3.

25X1A2d1

2. [] has been in successful operation for two years. The personnel assigned there are receiving special facilities and incentives as outlined in References b. and c. In order for these personnel to acquire such small personal items as cigarettes, toilet articles, soft drinks, beer and liquor, they must request the Logistics Officer in [] to purchase these for them. This system requires the maintenance of financial records and collection of funds for each individual order, both at the site and in []. The establishment of a bulk-type system would reduce the numerous small orders to one or two large consolidated ones a month. The accountable officer would sell the items to the personnel at cost on a cash basis. This system would reduce the administrative work load to a minimum and make the essential items available to all personnel as required.

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3. Pursuant to the authority granted under [] it is recommended that the establishment of a small bulk-type [] Facility be approved and that an estimated amount of \$4,000 needed for the initial stock be charged off to the []

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Project and recorded in a memorandum control account. It is also recommended that any minor losses which might be incurred through breakage, be charged off every six months thus maintaining the \$4,000 stock level.

25X1A9a

Chief, Near East and
South Asia Division

Attachments

The recommendations contained in
Paragraph 3 above are approved.

FOIAb3b

Deputy Director for Support

Date

24 NOV 1967

25X1A9a DDP/NE/ [REDACTED] /lgl (10 Oct 67)

Distribution:

- 0 - NE/BF
- 2 - DDS, w/atts
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Chond. EnMart

* Using Central Employee Activities funds rather than appropriated funds.

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11/25/67-6432

ATCH		CLASSIFICATION SECRET	PROCESSING ACTION
Chief of Station, [REDACTED] 25X1A6a		I	MARKED FOR INDEXING
INFO.	25X1A		NO INDEXING REQUIRED
FROM	Chief, EE		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	ADMINISTRATIVE/FINANCE Establishment of [REDACTED] facility at [REDACTED] 25X1A		MICROFILM
ACTION REQUIRED - REFERENCES			
25X1A6c	REFERENCE: [REDACTED] 6058, dated 12 June 1967		
25X1A2d1			
25X1A	1. Approval is granted to establish a [REDACTED] facility at [REDACTED] to be operated as a self-sustaining personnel service activity under the provisions of [REDACTED].		
25X1A	2. Non-appropriated funds in the amount of \$4,000 will be made available from the Central Club Fund [REDACTED] as working capital for operation of the [REDACTED]. These funds will be considered as a non-interest bearing loan to be repaid whenever the funds are no longer needed for the [REDACTED] operation or at 25X1A the time the [REDACTED] is closed.		
25X1A	3. Retail prices charged by the PI should include the minimal mark up necessary to recoup normal operating losses such as breakage and spoilage. The amount of the loan should be recorded and maintained in a memorandum account on Station financial records for control purposes until repaid. Accounting records should be established and maintained in conformance with those prescribed in the publication "Operating and Accounting Procedure for Clubs" to the extent applicable under local conditions. A copy of this publication is attached for your guidance. 25X1A		
25X1A	4. A credit T/A for \$4,000 will be forwarded at an early date. If you should consider it necessary to begin operation of the [REDACTED] immediately upon receipt of this dispatch you are authorized to advance \$4,000 of official funds pending receipt of the credit T/A.		
25X1A2e			
[REDACTED]			
Attachment: Publication (Operating and Accounting Procedure for Clubs)			
25X1A6a	Distribution: Orig & 1 - COS, [REDACTED], w/att.		
CROSS REFERENCE TO 25X1A6c		DISPATCH SYMBOL AND NUMBER [REDACTED] 4819	DATE 13 November 1967
Approved For Release 2001/04/04 : CIA-RDP78-04727A000200250028-4		CLASSIFICATION SECRET	HQS FILE NUMBER

Project C

28 NOV 1967